



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12790.4F  
MANP

**05 OCT 1998**

## BASE ORDER 12790.4F

From: Commanding General  
To: Distribution List

Subj: DEPENDENTS' AID ASSOCIATION

Ref: (a) BO 5760.3L

Encl: (1) Dependents' Aid Association Constitution and Bylaws

1. Purpose. To recognize the Dependents' Aid Association as a voluntary association of individuals, to provide a means whereby employees may upon the death of a member employee, contribute financial relief through a designated beneficiary and to authorize this Association to operate within the confines of the Camp Lejeune and Marine Corps Air Station Complex in accordance with the provisions of the reference and this Order.

2. Cancellation. BO 12790.4E.

3. Constitution and Bylaws. The enclosure, was revised and approved on 18 November 1980. Any subsequent changes thereto must be approved by the Commanding General before they can become effective.

#### 4. Responsibility

a. Neither the Navy, Marine Corps, nor nonappropriated fund activities thereof, shall establish claim to the assets of, nor incur any obligations for the Dependents' Aid Association and funds thereof, except as may arise out of contractual relationships. The Association shall be self-sustaining and receive no support, assistance, or facilities from the Navy, Marine Corps, or from nonappropriated funds thereof, except as provided for in paragraph 10.

b. The Chairman of the Management Committee shall be responsible for ensuring compliance with the enclosure, and pertinent orders promulgated by the Commanding General.

c. As the Civilian Welfare Funds Director, the Assistant Chief of Staff, Manpower will:

(1) Coordinate and have general cognizance of solicitations and collection of funds in the activity, but not have custody and responsibility for distribution of such funds;

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(2) receive requests of organizations and activities for permission to solicit funds;

(3) secure and issue approvals in advance of solicitation;

(4) assist in solving any problems that may develop concerning soliciting and collecting voluntary contributions;

(5) receive and review reports of collections made, and report periodically to the head of the activity; and

(6) call to the attention of the head of the activity any irregularities which will be reported to the Commanding General.

d. The Assistant Chief of Staff, Morale, Welfare and Recreation will make a semiannual review of the reports and records of the Civilian Welfare Funds Director. Any irregularities will be reported to the Commanding General.

5. Participation. As provided in the enclosure, membership in the Dependents' Aid Association is open to all full-time and permanent part-time civil service and nonappropriated fund employees of activities within the confines of the Camp Lejeune and Air Station Complex. Membership shall not be restricted because of race, religion, color, national origin, age, sex, marital status, mental or physical handicapping conditions.

6. Management Committee and Collectors. Prior approval of officials having management control of employees concerned is required before they may serve as Management Committee members or collectors. Employees are not required to serve and may resign at any time. Resignations will be in writing addressed to the Chairman, Management Committee, Dependents' Aid Association, Marine Corps Base, Camp Lejeune, North Carolina 28542. Members of the Management Committee should submit their resignation via the Assistant Chief of Staff, Manpower (Employee Assistance Branch).

7. Solicitation of Funds

a. Requests for permission to solicit funds for the Dependents' Aid Association shall be submitted to the Civilian Welfare Funds Director and shall be approved by the Director in advance of any solicitation of funds or collections.

b. Solicitations and collections for the Dependents' Aid Association are authorized during working hours, but must be so conducted as not to interfere with the regular duties of the members or the collectors.

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c. The Secretary-Treasurer of the Association will, within 15 days after the end of each collection period, submit a report to the Civilian Welfare Funds Director showing the purpose of collections, the amount contributed, and stating that the amount contributed has been received and/or deposited to the Dependents' Aid Association's bank account.

8. Accounting. The Dependents' Aid Association is not subject to departmental regulations governing nonappropriated funds defined as instrumentalities of the government. Funds will be inventoried and audited by the Management Committee in accordance with the reference. A copy of each audit report and each quarterly financial statement will be forwarded to the Civilian Welfare Funds Director, Assistant Chief of Staff, Manpower.

9. Dissemination of Information

a. Programs, brochures, circulars, or other literature pertaining to Association activities will not be distributed without prior approval of the format. Requests for distribution within the confines of the Camp Lejeune and Air Station Complex must be approved by the Commanding General. Requests for distribution within the confines of the Complex may be approved by the Assistant Chief of Staff, Manpower.

b. Paid advertisements will not be accepted or solicited from any source for inclusion in a program, brochure, circular, or other literature pertaining to Association activities without prior approval of the Commanding General.

c. No statement will be made to any person holding public office that the Association supports or does not support any person, proposed project, or activity.

d. Items for promotional and information purposes may be posted on unofficial bulletin boards. Requests to publish or post information should be directed to the Assistant Chief of Staff, Manpower (Employee Assistance Branch).

10. Assistance. Commanding officers and heads of staff sections may provide to the Dependents' Aid Association space, furniture, and furnishings, if available. Common service may be provided without reimbursement of appropriated funds.

11. Liaison. The Assistant Chief of Staff, Manpower is designated as the Commanding General's representative for liaison between the Chairman of the Management Committee and the Commanding General. Requests and other correspondence requiring action by the Commanding General will be routed via the Assistant Chief of Staff, Manpower.

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12. Action. Organizational commanders, heads of command staff sections, and department heads will ensure all supervisors are thoroughly familiar with the contents of this directive and that this directive is made available to the employees upon request.

13. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officer, Marine Corps Air Station, New River.

  
B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: C less Category III

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DEPENDENTS' AID ASSOCIATION  
CAMP LEJEUNE, NORTH CAROLINA 28542

CONSTITUTION AND BYLAWS

ARTICLE I - DESIGNATION

The organization shall be known as the Dependent's Aid Association, hereinafter referred to as the Association.

ARTICLE II - AUTHORIZATION

The Association is authorized by the Commanding General, Marine Corps Base, to operate at Camp Lejeune, North Carolina, within the meaning of "voluntary association of individuals" as defined in BO 5760.3K and subject to requirements and restrictions contained herein and as may be otherwise imposed.

ARTICLE III - PURPOSE

The purpose of the Association is to provide a means whereby employees may become associated in a common desire to provide financial relief upon the death of a member employee; and by having supported the Association through membership and assessments, may ensure financial relief to their designated beneficiary should death occur while a member of the Association. Said financial relief will be payable in an amount and means as hereinafter set forth.

ARTICLE IV - MANAGEMENT AND CONTROL

SECTION 1. CONTROL: The Association and its activities are at all times subject to control of the Commanding General, Marine Corps Base, who may inquire into and investigate any activities of the Association, and if deemed necessary, withdraw authorization of the Association.

SECTION 2. MANAGEMENT COMMITTEE: The Association shall be governed by a committee of seven members known as the Management Committee. Each organization listed below will be requested to nominate the indicated number of representatives to serve on the Management Committee. The Assistant Chief of Staff, Morale,

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Welfare and Recreation will be requested to nominate the representative for nonappropriated fund activities and the Assistant Chief of Staff Manpower, Marine Corps Base, to nominate the representative for all "other" activities.

Base Maintenance Division - 2  
Assistant Chief of Staff, Logistics - 1  
Nonappropriated Fund Activities - 1  
All "Other" Activities - 1  
Marine Corps Air Station, New River - 1  
Naval Hospital - 1

Membership on the Management Committee shall be restricted to members of the Association, and nominations will be approved by the committee. Committee members will serve for three years.

SECTION 3. OFFICERS: Officers shall be elected annually by and from the membership of the Management Committee and shall be known as Chairman, Vice Chairman, and Secretary-Treasurer. Functions of these officers are as follows:

A. Chairman. Ensuring compliance with these Bylaws, pertinent orders promulgated by the Commanding General, and all other governing rules, regulations, orders and instructions; calling and presiding over meetings of the Management Committee; and making benefit payments in the absence of the Secretary-Treasurer.

B. Vice Chairman. Calling and presiding over meetings in the absence of the Chairman.

C. Secretary-Treasurer. Recording the minutes of Management Committee meetings; preparing official correspondence of the Association; issuing instructions as required for collecting and depositing assessments; maintaining official records of the Association and preparing financial reports as required; making benefit payments to designated beneficiaries upon due proof of a member's death; and at the expiration of Secretary-Treasurer's term in office, delivering to Secretary-Treasurer's successor all books, records, and papers which may have any connection with business of the Association. Functioning of the Association shall conform to the following operating principles:

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1. The Association shall conform to the Navy Department policy and requirements as outlined in Base Order 5760.3K and any other applicable directives.

2. Activities conducted by the Association shall not prejudice or discredit interests of the Department of the Navy or any other government agency.

3. Activities of the Association shall not be conducted in the name of any government organization.

4. The Association shall not engage in any activities which conflict or compete with authorized nonappropriated fund activities.

5. The Association shall maintain financial responsibility at all times, but no activity will be conducted which anticipates a profit.

6. No member shall be paid for services rendered to the Association.

7. Members shall not engage in Association activities during the official workday, except that officially approved assessments and necessary business of the Association, as required by regulations, may be conducted during working hours.

8. Assets of the Association shall be limited to operating supplies, filing cabinets, and cash in an amount not to exceed \$10,000.

ARTICLE VI - MEMBERSHIP

SECTION 1. ELIGIBILITY: All full-time and permanent part-time civil service and nonappropriated fund employees of activities within the confines of the Camp Lejeune and Air Station Complex are eligible for membership in the Association. Employees who work intermittently, or whose appointment is temporary with time limitations, are not eligible for membership. Membership shall not be restricted because of race, religion, color, sex, national origin, age, or physical condition.

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SECTION 2. CERTIFICATION ELIGIBILITY: It shall be the responsibility of each employee applying for membership in the Association to certify that eligibility requirements are met. Any employee not eligible for membership in the Association, but who makes application for membership shall not be entitled to any benefits of the Association other than refund of any moneys paid to the Association.

SECTION 3. INITIAL MEMBERSHIP: Any new employee eligible for membership under Section 1 of this Article may become a member of the Association at any time within 30 calendar days following appointment, or during an approved collection period, by completing an official application for membership form (following instructions contained thereon). Membership is effective immediately upon submission of the duly completed application and membership fee to the collector.

SECTION 4. TERMINATION OF MEMBERSHIP: Any member who fails to pay an assessment made by the Association within an approved collection period shall be dropped from membership effective 2400 on the last day of the announced collection period. A member whose employment is terminated for any reason other than transfer to another activity of the complex wherein membership eligibility can be continued, shall be dropped from membership effective 2400 on the day of separation.

SECTION 5. REINSTATEMENT OF MEMBERSHIP: A former member of the Association who continues to meet eligibility requirements specified in Section 1 of this Article may be reinstated to membership during an approved collection period by completing a new application for membership form and paying the membership fee the same as for initial membership.

SECTION 6. MEMBERSHIP FEE: Contribution for membership in the Association is \$2 (known as membership fee) and is payable at the time application for membership is made. Membership fees shall be receipted for by the collector receiving the application form, with the designation "membership fee" on the receipt. Each member must designate a beneficiary to receive benefit payment in the event of member's death. A contingent beneficiary may also be designated to receive benefit payment in the event the beneficiary predeceases the member or the beneficiary dies prior to receiving benefit payment. Designation of a minor as beneficiary is discouraged in view of administrative delays which might be experienced in making benefit payment to a minor. The

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ARTICLE VII - DESIGNATION OF BENEFICIARY

designation of beneficiary and contingent beneficiary will be made on the application for membership form provided by the Association, as prescribed by instructions contained thereon. In the case of an applicant who cannot read or write, the applicant will affix applicant's mark (X) in lieu of signature and the witness will sign witness' own name above the applicant's mark. A member may change member's designation of beneficiary at any time.

ARTICLE VIII - BENEFIT PAYMENT

SECTION 1. GENERAL: Upon receipt of due proof of a member's death, the Association shall make benefit payment in an amount prescribed under Section 3 of this Article to the decedent's designated beneficiary or contingent beneficiary should the beneficiary be also deceased. In the event both the beneficiary and contingent beneficiary are deceased, benefit payment shall be made to the deceased member's estate.

SECTION 2. PROOF OF DEATH: It shall be the responsibility of the deceased member's beneficiary, contingent beneficiary, or executor of estate to furnish proof of death. This proof may be in the form of a certified death certificate, coroner's statement, or statement by the attending physician.

SECTION 3. AMOUNT OF BENEFIT PAYMENT: The amount of benefit payment shall be based on membership of the Association at the close of the immediately preceding collection period multiplied by \$1 provided that benefit payment shall not exceed \$2,000. Not more than three benefit payments will be made without making another collection of assessments. Benefit payments will be made only by check, duly signed by the Secretary-Treasurer or Chairman of the Management Committee.

SECTION 4. UNCLAIMED BENEFITS: In the event benefits are not claimed within six months following notice of a member's death, or if a benefit payment check is returned undeliverable by the U.S. Postal Service after each of three attempts by the Association to make benefit payment through the U.S. mail, said benefits shall remain in the assets of the Association until properly claimed. The Association shall, however, make every reasonable effort to make benefit payments as prescribed herein.

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ARTICLE IX - FUNDS

SECTION 1. SOURCE OF FUNDS: Funds of the Association are generated through membership fees and assessments. No activities are conducted which accrue profit. Assessments shall be collected as required to maintain financial responsibility.

SECTION 2. ASSESSMENTS: Assessments are normally collected after each two death occurrences, and each collection must be approved by the Civilian Welfare Funds Director (Assistant Chief of Staff, Manpower). The amount of each assessment shall be based on the number of death occurrences multiplied by an amount not to exceed \$1. Collection periods will be announced in a memorandum to all supervisors for distribution to employees. It shall be the responsibility of each member to contact the members' group collector during the collection period and contribute the required assessment.

SECTION 3. GROUP COLLECTORS: Group collectors for the various organizations shall be voluntarily assigned, with the consent of each collector's supervisor. Membership in the Association shall not be a qualification requirement. The number of collectors shall be governed by the objective of collecting assessments with the least interference to members' work schedules.

SECTION 4. HANDLING AND REPORTING FUNDS: Collectors shall receipt for each assessment collected from each member on receipt forms provided by the Association. Each collection shall be identified on the receipt form by inclusive dates of the collection period, viz., "10-21 November 1990 collection," and the amount of the assessment. Each collector to whom funds are in turn delivered, until deposited in the bank, shall receipt for said funds identifying the collector from whom funds were received, the amount of funds, and the collection period. Funds shall be deposited in the name of Dependents' Aid Association and deposit slips shall identify the organization or group making the deposit. One copy of the deposit slip and a listing of members having paid their assessments and new members shall be submitted to the Secretary-Treasurer of the Association.

SECTION 5. DEPOSITORY: The First Citizens Bank and Trust Company, Marine Corps Base, Camp Lejeune, North Carolina, is the depository for all funds of the Association. Collections shall be deposited in the Association's checking account; and upon completion of each collection period, the total amount of the collection will be transferred to the Association's savings account. A minimal amount shall be maintained in the checking

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account at all times to keep this account open. The Secretary-Treasurer will transfer funds from savings to checking account prior to making payments to beneficiaries.

SECTION 6. DISBURSEMENTS: Funds of the Association shall be disbursed only by check and only for benefit payments to designated beneficiaries of deceased members and for such expenses as are necessary for the administration of the Association. Disbursement for other than benefit payments shall be made only after approval of the Management Committee and shall be recorded in the minutes of the Association.

#### ARTICLE X - FIDELITY BONDS

Fidelity Bonds shall be required of the Secretary-Treasurer and Chairman of the Management Committee in the sum of \$100,000 each; said bonds to be maintained continuously and paid from the Association funds.

#### ARTICLE XI - ANNUAL AUDIT

The Association shall operate on a fiscal year basis. Within 30 days after the close of each fiscal year, the Management Committee shall audit books and records of the Association for the preceding year. Upon completion of the audit, the Committee will make a written report of their findings to the Commanding General, Marine Corps Base. The report shall be signed by the Chairman and two other members of the Committee. A copy will be furnished to the Civilian Welfare Funds Director, and AC/S, Manpower.

#### ARTICLE XII - RECORDS AND REPORTS

SECTION 1. RECORDS: The Secretary-Treasurer shall maintain official records of the Association. Records of membership in the Association shall be maintained by means of application for membership forms and listings of paid members are reported by group collectors after each collection period. Upon the death of a member, the membership form will be removed from the active file, the number and amount of check(s) in payment of death benefits will be recorded on the application form, and the form will be retained in the deceased member's file. Upon termination of membership for reasons other than death, the membership form will be removed from the active file, and the form will be retained in an inactive-membership file until the succeeding annual audit by the Management Committee. Other records of the Association shall consist of bank account records to include

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checkbook, canceled checks, deposit slips, and bank statements; current and immediately preceding listings of members of the Association; copies of all correspondence, reports, minutes, Management Committee appointments, Fidelity Bonds, and these Bylaws.

SECTION 1. REPORTS: The Secretary-Treasurer shall submit such reports as required by these Bylaws and other applicable directives covering activities of the Association, viz.:

A. At the completion of each collection period, report to the Civilian Welfare Funds Director on funds collected and membership standing.

B. Quarterly report to the Civilian Welfare Funds Director on financial standing of the Association to include all financial activities of the quarter.

C. Annual financial statement to the Commanding General as required by BO 5760.3L.

D. Annual audit report as required by Article XI of these Bylaws.

E. Other reports as may be required.

#### ARTICLE XIII - DISSOLUTION

Except as may be directed by the Commanding General, Marine Corps Base, under Article IV, Section 1, the Association shall not be dissolved without majority vote of its members. Should dissolution be so directed or voted, the residual assets of the Association after payment of all liabilities shall be distributed equally to members of record on date of approval by the Commanding General.

#### ARTICLE XIV - REVISIONS TO BYLAWS

These Bylaws may be revised only by majority vote of the Management Committee. Revision becomes effective as of the date of approval by the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina.

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